

The City of Morgantown is seeking to hire 2 temporary part-time employees for 4 months for the position of Grant Writer/Administrator.

The ideal candidates must be self-directed and demonstrate a proven record of working independently on proposals and reports with limited directions. The chosen candidate will be responsible for meeting both submission and award targets for proposals.

The chosen individual will have the opportunity to interface with senior management.

The duties include but not limited to conducting research to identify private, corporate, and government grant opportunities in the interest and mission of the governance of the City of Morgantown; drafting proposals and correspondence to prospective funding entities; directing the oversight, development, implementation, management, and procurement of external funding sources; maintaining a strong working knowledge of available funding sources, demographics, and other quantitative data that may support strong grant applications; collaborating with Finance Department for the administration of grants, payments, matches, and reimbursements.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree from an accredited college or university with a major in English/education, journalism, communications or marketing with five years of successful grant writing experience and proven ability to secure funding. Must be skilled in effectively reviewing grant opportunities and the ability to write comprehensive persuasive grant applications from concept to proposal. Must pay attention to detail and have a love for writing using statistics and emotional persuasion techniques. Ability to document all contacts with funders using a systematic approach. Ability to work effectively under pressure using independent judgment while producing a quality work product under tight constraints. Must have good computer skills with extensive familiarity with Microsoft Office. Must be skilled in analyzing budgets, projects, and timelines that are achievable. Must be highly organized to implement systems and follow-up processes. Ability to juggle multiple grant projects at one time and meet all deadlines.

Interested individuals should submit a resume to the City of Morgantown, 389 Spruce Street, Morgantown, WV 26505, City Manager's Office by 5:00 pm on November 7, 2016.

The City of Morgantown is an EOE/AA.

